

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
HUMAN RESOURCE DIRECTORS ADVISORY COMMITTEE
MEETING NOTES
January 27, 2012

The Human Resource Directors Advisory Committee convened on January 27, 2012 at 10:00 a.m. in the conference room of the State Universities Civil Service System Office, 1717 Philo Road, Suite 24, Urbana, Illinois. Mr. Morelock welcomed those attending the meeting and asked each person to state their name and university or agency affiliation.

The following persons were in attendance at the meeting: Bob Lael, University of Illinois at Springfield; Mark Owens, University of Illinois at Springfield; Elyne Cole, University of Illinois at Urbana/Champaign; Robbie Witt, University of Illinois at Urbana/Champaign; Jami Painter, University of Illinois Administration; Maureen Parks, University of Illinois Administration; Eric Smith, University of Illinois Administration; Alicia Lowery, University of Illinois at Urbana/Champaign; Cheryl Hahn, University of Illinois at Urbana/Champaign; Khris Clevenger, Illinois State University; Penny McCarty, Southern Illinois University School of Medicine Springfield; Angie Doolin, Southern Illinois University School of Medicine Springfield; Debra Bigger, University of Illinois School of Medicine Peoria; Rhonda Wybourn, Northern Illinois University; Peggy Podlasek, Illinois Board of Higher Education; Marta Maso, Northeastern Illinois University; Pam Bowman, Western Illinois University; Wes Weisenburn, University of Illinois DSCC; Greg Cook, Southern Illinois University Edwardsville; and Andrew Lenhardt, Southern Illinois University Edwardsville.

The following persons were in attendance via videoconference: Jennifer Watson, Southern Illinois University Carbondale; Mirta Mendez, University of Illinois at Chicago; Robert Crouch, University of Illinois at Chicago; and Linda Holloway, Eastern Illinois University.

Also present from the University System Office were: Lewis T. (Tom) Morelock, Executive Director and other University System Office staff members.

Meeting participants were asked to present agenda items. The University System Office also presented several agenda items and a list of current activities. Following are the items that were discussed at this meeting.

1) Review and update of revisions to SUCSS Salary Data System

The Committee was informed that the newly revised Statewide Salary Data System will most likely be released on July 1, 2012. Several universities have actively participated in the

development of this new salary survey program. Currently, all employers have signed a participatory agreement and are collectively paying about \$18,000 per year to NIU for the maintenance of the current system. Even though NIU will no longer be maintaining this system, the University System Office will be exploring options to possibly continue with that cost structure and utilize that resource for their internal development and maintenance costs. Further information will be provided if such a fee and cost structure is implemented.

2) Review and discussion of proposed rule changes

The Committee was provided an update on the following rule change proposals discussed at earlier meetings of this group:

a) Exemptions (Section 250.30(b))

This proposal was presented to the Committee at a previous meeting and was drafted in response to the recent legislative action regarding this topic. The Committee was informed that this proposal would soon be posted by the Secretary of State's Office in the Illinois Register for the First Notice Period. The Committee was also informed that any final rule change proposal would have to be approved by the Merit Board before it could be formally submitted to JCAR and the Second Notice Period.

b) Register Maintenance (Section 250.60(h))

The Committee was informed that JCAR had submitted a question regarding this proposal and that additional language would be incorporated to more specifically outline the guidelines to be used in this respect. The Committee was also informed that this final rule change proposal would be presented to the Merit Board at their next meeting on February 8. The Merit Board will be asked to approve this final rule change proposal and submit it for the Second Notice Period and final JCAR review.

c) Discharge (Section 250.110(f)(17))

The Committee was informed that JCAR had submitted a question regarding this proposal, but had no real issue with its intent and language. The Committee was also informed that this final rule change proposal would be presented to the Merit Board at their next meeting. The Merit Board will be asked to approve this final rule change proposal and submit it for the Second Notice Period and final JCAR review.

d) Probationary Period (Section 250.90(b))

The Committee was informed that this final rule change proposal would be presented to the Merit Board at their next meeting. The Merit Board will be asked to approve this final rule change proposal and submit it for the Second Notice Period and final JCAR review.

e) Intern Program (Section 250.70(d))

The Committee was also informed that this final rule change proposal would be presented to the Merit Board at their next meeting. The Merit Board will be asked to approve this final rule change proposal and submit it for the Second Notice Period and final JCAR review.

3) Classification Plan Management

- *Typing Test*
The Committee was briefly updated on the implementation of the new typing test recently released by the University System Office.
- *Website Update*
The Committee was informed that the University System Office has release a new website update for review and will be moving to the new website address soon. They were asked to have their staff look at the new website and offer comments before its final release some time in April.
- *Transition of Pilot Program*
The Committee was informed that the regulatory timeframe for the approved Pilot Program had ended. This Program must now be transitioned into the standard classification plan. The Committee was informed that a report and details of this transition would be provided to the Merit Board. The Committee was provided an update on the utilization of this program and the conversion of the employment process elements to be incorporated into the standard classification plan management process.
- *Grant Funded Positions*
The Committee discussed the possibility of creating a new Demonstration Project attempting to address some of the budgetary limitations created in this difficult economic climate, especially as it relates to limited grant and externally funding sources. The University of Illinois plans to have a draft application for a new demonstration project in this respect for review soon.
- *Expansion of Applicant Pool (Rule of Three)*
With respect to the Pilot Program transition, the applicant referral limitation as imposed by the Rule of Three was discussed. There was some consensus that this statutory provision should be changed from one which refers only the top three people on a register to one which allowed for the referral of the top three scores on a register. It was suggested that a new demonstration project be developed that would explore this possibility. A sub-committee was established to explore this idea with the University System Office. The following people were designated to meet further with the University System staff to explore this possibility: Terrin Krantz, SURS; Jami Painter, UI Administration; Penny McCarty, SIUSOM; Stuart Clausen, WIU; Karen McLaughlin, ISU; and Alicia Lowery, UIUC.
- *Class Plan Update*
The Committee was briefly informed of current activities regarding the upgrade of class specifications and examinations. A list of several other class plan activities was presented and discussed.

4) Principal Administrative Appointments

Several handouts were presented detailing audit findings, and various other statistical reports regarding this topic. Discussion followed regarding what direction should be taken to address this issue. The University System Office informed the Committee that a proposed rule change for section 250.30 of the Illinois Administrative code (80 Ill. Adm. Code §250.30) would soon be submitted to the Secretary of State's Index Division for the First Public Notice Period, signaling the initiation of the JCAR rule change process. The Committee was informed that any final action in this respect would have to be approved by the Merit Board.

5) Other University System Office Activities

The Committee was updated on various University System Office activities including:

- *Budget Update*
The Committee was informed of the current agency budget status and the final FY2012 appropriation as approved by the legislature and Governor. The FY2012 agency budget was cut by approximately 6% from the FY2011 budget. In addition, the FY2012 budget was approved in a strict line item designation which will add a layer of difficulty in effectively managing personnel and financial issues. The FY2013 agency budget recommendation has been presented to the IBHE and includes an 8% increase over the FY2012 final agency appropriation. The University System Office asked for the Committee's support for this budget amount.
- *Audit Schedule*
The Committee was informed of the audit schedule for the current fiscal year. The Committee was again informed that the Final Audit Report for each institution will be posted at the SUCSS public website.
- *Legal Update*
The Committee was updated on the status of various discharge cases. Specifically, the Committee was informed that the Merit Board's decision in the Rettig discharge case was overturned by the Circuit Court. The Merit Board upheld the discharge recommendation filed by Northern Illinois University against Officer Rettig, Police Officer. The Circuit Court determined that the Merit Board's decision was in conflict with the manifest weight of the evidence and ordered Officer Rettig to be reinstated with full back pay. NIU appealed this decision to the Appellate Court. The University System Office is awaiting the Appellate Court to schedule this case.

In other actions, the Merit Board's decision to uphold the discharge of Officer Kafka, Police Officer at NIU, was also appealed to the Circuit Court. The Circuit Court rendered a decision in December and upheld the Merit Board discharge determination in this matter.

6) Meeting Schedule

The 2012 meeting dates are set as follows:

- Friday, April 27, 2012
- Friday, July 27, 2012
- Friday, November 2, 2012 (changed from October 26, 2012)